

## Office Memorandum • UNITED STATES GOVERNMENT

25X1

CONFIDENTIAL

TO : Chief, Technical Accounting Staff

DATE: 16 August 1957

FROM : Budget Officer, Office of Communications

SUBJECT: Property Issues Tabulation

1. In view of the efforts being made to improve the quality of reports as a prerequisite to establishment of a cost accounting system it seems appropriate to point out difficulty encountered by this Office in using the subject run for the liquidation of property obligations. The difficulty is caused by the lack of the station code numbers which, it is understood, is due to the lack of sufficient columns on the punch card as presently set up.

2. A memorandum dated 6 November 1956 from the Chief, Budget Division, subject, "Station Code - Revised" includes the following statement:

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"2. It serves for use by Headquarters and Stations for reference purposes including:

d. as station identification numbers on transactions and reports concerned with Property Accounting Procedures."

3. Example of inadequacy of the subject tabulation:

The cited requisitions are both charged to allotment 7-7995-50

25X1 Actual Reqn. Number: [ ] C-16-57 \$ 53.65  
" " " [ ] C-16-57 43.00

25X1 One requisition appearing on the subject run for 30 May 1957 under allotment 7-7995-50: 0016 \$ 34.50

The omission of the numbers [ ] which are the station codes, makes it impossible to identify which requisition has appeared on the run. Since prices shown on requisitions are estimates or taken from supply schedules which may be out of date they rarely coincide with actual prices paid. Since there are [ ] under this allotment we will eventually have [ ] requisitions. No other numbers appearing on the issue run will serve this Office for identification purposes under present procedures.

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Chief, Technical Accounting Staff

16 August 1957

Budget Officer, Office of Communications

## Property Issues Tabulation

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15 SEP 1957  
[redacted]

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